

ACC Meeting Name: D R A F T  
Office of Institutional Effectiveness and Accountability

---

**Date:** March 27, 2008 **Time:** 9:30  
**Chair:** Soon Merz **Location:** HBC 224.0  
**Attendees:**  
Soon, Rich, Alice, Ziv, Swapna, Lina, Charlene, Connie, Roslyn.

---

**Minutes**

---

**Agenda Item 1:** Review of Minutes **Presenter:** All

**Discussion:**

The minutes for March 6, 2008 were not reviewed.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

---

**Agenda Item 2:** Instant Messenger **Presenter:** Connie

**Discussion:**

1. Staff discussed which messenger the office will use for IMs.

**Decisions/Actions:**

1. MSN will be used or work email for those without MSN.

**Follow Up Items and Responsible person:**

1. Connie will email staff instructions.
- 

**Agenda Item 3:** OIEA Remodeling **Presenter:** Soon

**Discussion:**

1. The carpet should be installed this week.
2. Soon will be talking to Marcia about air conditioning vent issues.
3. The city code inspection might be done next week.
4. Office furniture might be delivered next week.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

---

**Agenda Item 4:** New Employee Update **Presenter:** Soon

**Discussion:**

1. Soon has modified the Coordinator of Research Initiatives position job description and posted the position.

**Decisions/Actions:**

1. Interviews will start soon.

**Follow Up Items and Responsible person:**

---

**Agenda Item 5: Announcements**

**Presenter: Soon**

**Discussion:**

1. The ICS survey deadline is April 2<sup>nd</sup>.
2. To get current students' perceptions of ACC services, the Noel Levitz survey will run March 31<sup>st</sup> through April 19<sup>th</sup>
3. SENSE, Noel Levitz and CCSSE surveys will be run every three years.

**Decisions/Actions:**

1. Rich will send an email on April 2<sup>nd</sup> extending the deadline to April 7<sup>th</sup>.
2. Rich will send Charlene a reminder to add to the OIEA Newsletter.
3. Connie will send Soon a revised current student list.

**Follow Up Items and Responsible person:**

---

**The meeting was adjourned at 11:30.**

**Next meeting: April 10, 2008**

---